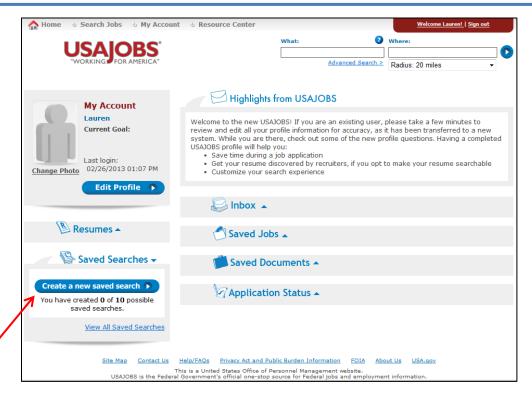
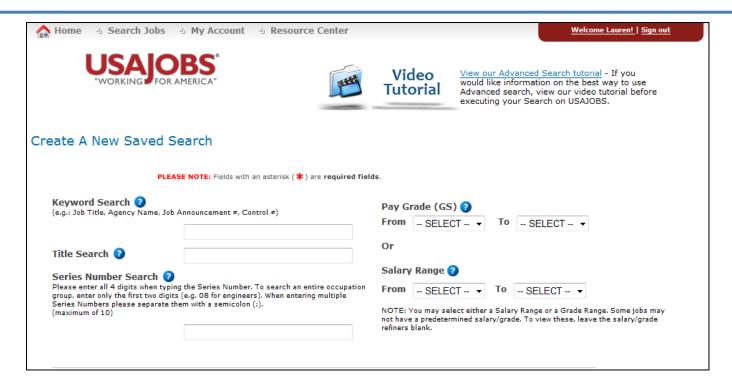


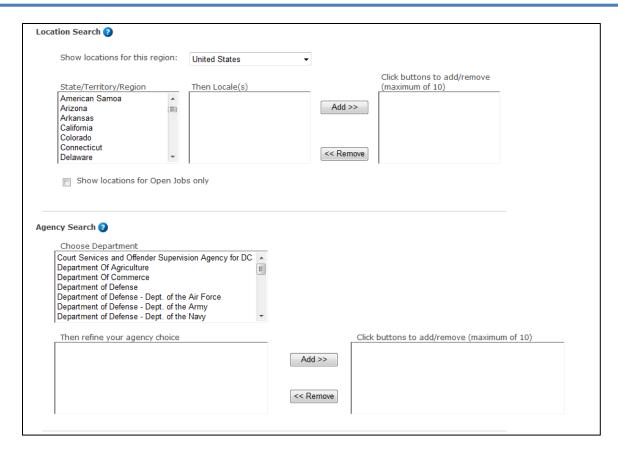
NASA Glenn Research Center - Pathways Applicant Guide to Saved Searches



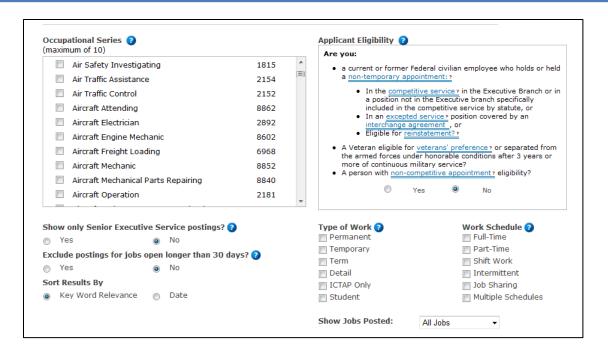
STEP 1. After you have created your User Account and logged into www.usajobs.gov, you can set-up automatic notifications of positions that interest you using the "Saved Searches" tool. Click on the "Create a new saved search" button to get started.



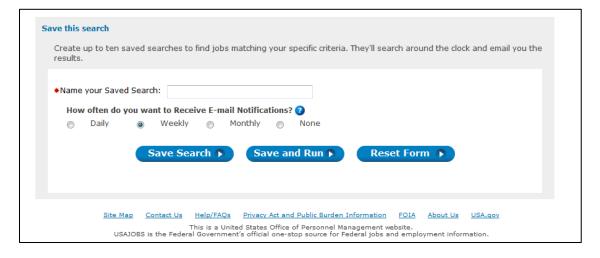
STEP 2. The top of the page will have basic information and a video tutorial is you would like to use these features in your search. These fields are not required fields, indicated by a *. The GS Pay Grades for students and recent graduates will run from GS-4 to GS-12 (to GS-11 if not considered a Research Position). You can also click on the blue question mark boxes for information on that field specifically.



STEP 3. After scrolling down the page, you will see the Location Search fields. You can choose to add certain locations to your search. To view all of the NASA Centers, you can visit www.nasa.gov/centers which will show all the NASA Centers and facilities. You can then continue to the Agency Search fields. The Agency name will be "National Aeronautics and Space Administration".



STEP 4. After scrolling down the page again, you will see the Occupational Series fields. You can choose to add certain Occupational Series categories to your Saved Search. The Occupational Series for "Student Trainees" will end in –99, such as "Human Resources Student Trainee 0299". Recent Graduate applicants will want to apply to specific Occupational Series positions since they are no longer students, such as "Electronics Engineer 0855". We recommend leaving the remaining fields in their default state, unless you would like to specify additional criteria for your Saved Search.



STEP 5. Once you have checked over all of your fields, you can name the Saved Search. A helpful tip is to name your Saved Search with some of the criteria you selected in the fields above, such as "Weekly NASA Electrical Engineering 0850 Series" or "Daily NASA Pathways Intern Series". After you click "Save Search" you can continue this for up to 10 searches on your profile. Please check if your Saved Search will work by testing it with the Save and Run button (make sure you know a position that should come

up with the filter). If you do not see the position that would have been appropriate, you may need to revise the criteria. The more positions you filter, the better your chance of finding something that aligns with your specifications.